



2018-2019 PRESCHOOL PROMISE APPLICATION INSTRUCTIONS

Dear Parent or Guardian,

Preschool Promise is designed to help families with children between the ages of 3 and 4 to access quality preschool programs.

To be eligible for Preschool Promise, a child must be 3 or 4 by September 1st (Salem-Keizer District September 10th) and families must be within the federal income guidelines between 0% - 200%. Preschool Promise is a state funded program. Marion & Polk Early Learning Hub monitors the program and reports to the Early Learning Division.

Attached is the Preschool Promise Application. Please fill out application completely and include the required eligibility documents. All incomplete application will be returned.

A COMPLETED APPLICATION PACKET SHOULD INCLUDE THE FOLLOWING REQUIRED ELIGIBILITY DOCUMENTS:

PRESCHOOL PROMISE APPLICATION – *Be sure to sign and date where appropriate.*

PROOF OF CHILD’S DATE OF BIRTH - (One Required)

- Copy of birth certificate
- Copy of hospital record or
- Legal document that shows child's date of birth

PROOF OF INCOME – (All that apply)

Depending on your type of income, please include the following documents with your application:

Wages and Salaries	12 months of concurrent pay stubs Income Tax Form 1040 or 1040A W2 Form
Self-Employment	Previous year's Schedule C and 3 months profit and loss statement
Unemployment	Benefits letter / Statements
TANF	FSRN Printout from Department of Human Services
Social Security	Social Security Benefits Letter
Child Support	Child support statements
Foster Child	Placement letter from DHS child welfare
Other	Documentation detailing the nature of your work and your gross income

PROOF OF OREGON RESIDENCY - (One Required)

- Oregon Issue ID,
- Utility Bill, or
- Lease Agreement



If your child has special needs, please provide documentation or information that will be helpful to the Preschool Promise Provider. This may be information from a doctor or other special services provider. If child has IFSP, please share with the provider.

Completing this Preschool Promise Application Packet does not guarantee your child a place in the program. After your completed Preschool Promise Application packet is received, eligibility will be determined, and you will be contacted. If you are eligible for Preschool Promise Program, you will be contacted to complete enrollment/registration process. **You will be notified no later than August 1, 2018.**

If there are more children than spaces available, you may be placed on a waiting list. Should spaces become available during the year, they will be filled by new children from the waiting list. You may be referred to another Preschool Promise provider when another program may meet your needs. Returning children are automatically enrolled the following school year until the child is age-eligible for Kindergarten.

For additional questions please contact Preschool Promise provider.

Thank you!